

Town of West Tisbury, MA

POSITION: Zoning Board Administrator

DEPARTMENT: Zoning Board

GENERAL SUMMARY

Performs a variety of complex clerical and administrative tasks in support of the Zoning Board of Appeals. Manages and coordinates all aspects of application related activities pursuant to the Zoning Bylaws and MGL 40a the Zoning Act for the Zoning Board of Appeals.

ESSENTIAL DUTIES AND FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Organizes Zoning Board of Appeals meetings and hearings agendas, posts meetings notices with town clerk, arranges for publication of legal notices, compiles information needed for meetings/hearings and notifies abutters.
2. Attends meetings, records, transcribes and distributes the minutes, and drafts decisions of Zoning Board of Appeals meeting and hearings; filing with town clerk and notifying parties of interest.
3. Reviews applications for completeness and addresses any inadequacies as necessary.
4. Acts as liaison between the Zoning Board of Appeals and the Town; interacts with the public to provide information and assistance regarding procedures for filing requests for petition applications, Board findings and by providing forms and instructions via telephone and/or in person.
5. Advises public on land uses under zoning.
6. Deposits filing fees and pays bills.
7. Prepares budget and year end annual report.
8. Organizes and maintains comprehensive files and databases.
9. Ensures compliance with filing guidelines.

10. Maintains knowledge of government rules, regulations and the like pertaining to the Zoning Board of Appeals and all its functions and relationships.
11. Processes mail, types, files, faxes, collates, makes phone calls and performs other clerical duties as necessary.

SUPERVISION

Works under the administrative and policy direction of the ZBA, through its Chairperson. Incumbent makes independent judgments in prioritizing work and selecting the most appropriate course of action within established operating procedures, guidelines and priorities.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

A College degree with two years directly related municipal administrative experience, or any relevant combination of education and experience necessary to acquire the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Knowledge of modern office management principles, practices, procedures and equipment;
- Knowledge of the functions, procedures, purpose, policies, laws, rules and regulations governing the Zoning Board of Appeals and of record management procedures;
- Knowledge of concerns and requirements of Board of Health, Conservation Commission, Planning Board, State Building Code and regional planning agencies;
- Ability to take minutes and transcribe complex technical matter, compose memoranda and letters, receive, screen or admit and give information to callers and to screen correspondence and answer routine inquiries is essential;
- Ability to understand and follow complex oral and written instructions independently, to establish and maintain effective working relationships and to understand and adhere to policies, procedures and guidelines in the performance of job duties is required;
- Strong communication and interpersonal skills along with the ability to deal with confidential information and job related stress are essential;
- Must be able to interpret and draft technical and legal correspondence and other written communication;
- Ability to read and interpret site plans, building plans, wetlands and topographic maps, septic and other engineering plans;

- Ability to work independently and to meet deadlines;
- Ability to communicate effectively, orally and in writing;
- Ability to deal with the general public tactfully and impartially;
- Ability to learn and use a computerized municipal management system including GIS;
- Public presentation, organizational and research skills, and
- General office skills and computer competency.

Certifications and Licenses

A valid Massachusetts's Drivers License and a readily available vehicle.

Tools and Equipment Used

Equipment operated includes computers, software, related peripherals and general office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk, see or hear. The employee must regularly stoop, bend, crouch or crawl; lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office setting with occasional site visits. The employee may be exposed to mental stress due to deadlines, the need for accuracy, attention to details and contentious issues.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.